



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PHARMACY TECHNICIAN II	27	C	10.723
PHARMACY TECHNICIAN I	25	C	10.728

SERIES CONCEPT

Pharmacy Technicians process prescriptions and practitioners' orders; inspect drug storage areas; maintain inventory; manage central supply; and provide technical support services to professional pharmacists.

Procure inpatient prescription orders from nursing care units; review prescriptions and orders to identify obvious errors or incomplete information such as requests for discontinued items, non-formulary products, illegible or incomplete orders, or drug incompatibilities and report to supervising pharmacist; prepare prescriptions and orders in accordance with federal, State, and accreditation standards.

Transcribe orders and list available data such as patient unit, age, sex, diagnosis, allergies, drug history, and medication information; record transactions in patient profile to comply with record keeping requirements mandated by State and federal laws; measure and fill patient medications; prepare labels in accordance with State laws and accreditation standards; and complete billing forms in order to collect payments and record transactions.

Inspect drug storage areas; check medication rooms on units to comply with accreditation requirements; check unit emergency boxes to verify that locks are intact; check for outdated drugs to ensure compliance with federal and State regulations.

Maintain inventory of supplies; record low supply levels in order to indicate ordering needs; verify supplier of items needed to comply with State purchasing requirements; calculate projected supply needs and determine quantity to be ordered; complete order forms and submit approved request for supplies; and route order forms to proper office to complete transactions.

Maintain central supply inventory of disposable medical supplies such as bandages, thermometers, and syringes; determine needs and order supplies to provide practitioners with materials needed to fulfill medical treatment needs; verify receipt of items in order to confirm delivery and process payment to vendor.

Perform related duties as assigned.

CLASS CONCEPTS

Pharmacy Technician II: Under general supervision of a licensed pharmacist, incumbents perform the duties described in the series concept. This is the journey level in the series.

Pharmacy Technician I: Under close supervision of a licensed pharmacist, incumbents receive training in performing the duties described in the series concept. This is the trainee level in the series.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS FOR ALL POSITIONS IN THIS SERIES:

- * Possession of a license as a *Pharmacy Technician* issued by the Nevada State Board of Pharmacy at the time of appointment and for continued employment is required for Pharmacy Technician II.
- * Registration as a *Pharmacy Technician in Training* with the State Board of Pharmacy at the time of appointment and for continued employment is required for Pharmacy Technician I.

PHARMACY TECHNICIAN II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience as a licensed Pharmacy Technician in a pharmacy; **OR** one year as a Pharmacy Technician I in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: medical terminology; pharmaceutical products. **General knowledge of:** federal and State laws pertaining to the practices of pharmacies. **Ability to:** maintain a variety of records and files; type prescription labels in proper format; transcribe practitioners' instructions; *and all knowledge, skills, and abilities required at the lower level of the series.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: pharmaceutical computer systems; and agency policies and procedures related to preparing prescription medications. **General knowledge of:** drug interactions; and the requirements of accreditation agencies. **Ability to:** perform pharmaceutical calculations.

PHARMACY TECHNICIAN I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience in a retail, institutional or home health care pharmacy. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: the metric system of measurement; and high-school level algebra and biology or chemistry. **General knowledge of:** drug indications, side effects and dosage; and chemical formulas and terminology. **Ability to:** follow written and oral instructions; perform basic mathematical calculations; communicate effectively both orally and in writing; and take inventory of supply and prepare related records.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: agency policies and procedures; medical terminology; and pharmaceutical products. **General knowledge of:** federal and State laws pertaining to the practices of pharmacy. **Ability to:** maintain a variety of records and files; type prescription labels in proper format; and transcribe practitioners' instructions.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>10.723</u>	<u>10.728</u>
ESTABLISHED:	8/25/77	8/25/77
REVISED:	9/12/78-3	9/12/78-3
REVISED:	7/1/87-12P	7/1/87-12P
	7/18/86PC	7/18/86PC
REVISED:	9/27/93UC	9/27/93UC
REVISED:	7/1/99P	7/1/99P
	12/17/98PC	12/17/98PC